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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Printing Services Division Support to the Directorate of Intelligence

FROM:

Deputy Director of Logistics
1206 Ames Center Building

EXTENSION

NO.

DATE

10 OCT 1967

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
C/Printing Services Division
158 Printing Services Building10
12

Attn:

STAT

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15.

The attached memorandum to the Director of Logistics from Ed Proctor is most precise and speaks for itself. Will you please commence the necessary study as to what Proctor would like to have accomplished, pointing toward a meeting around the middle of next week with

and myself, so that we may firm-up the position and then all meet with Mr. Proctor.

John F. Blake

Att

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FORM
3-62

610

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OL 7-6598a

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DDI-3285-67

6 October 1967


MEMORANDUM FOR: Director of Logistics

SUBJECT : Printing Services Division Support
to the Directorate of Intelligence


1. I have surveyed some of the Offices of this Directorate which place heavy demands on the Printing Services Division. I find that in almost all cases the quality and timeliness of support and the cooperation we received from PSD are so good that we would not want to change a thing. I consider this high tribute from this Directorate which depends almost completely on printed matter for the presentation of its production. I am also fully aware of the unpredictability and complexity of some of the tasks we place on PSD. In sum, the services we receive from PSD are commendable.

2. We would, however, like to explore some changes in the timing, volume, and distribution processes of two regular types of publications of this Directorate; these are the National Intelligence Surveys and the reports of the Foreign Broadcast Information Service. Attached is a tabulation of changes we would like to discuss. I realize that some of these may be easy to accommodate while others may be impossible for PSD to implement. Even in these cases I hope that you will be able to alleviate some of the difficulties we see.

3. When you are prepared to discuss these recommended changes, please let me know.


EDWARD W. PROCTOR

Assistant Deputy Director for Intelligence

Attachment
As statedlc  oppB 11-15

OL 7 6593

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Publication	Recommendation	Remarks												
<u>Timing</u>														
1. NATIONAL INTELLIGENCE SURVEYS	Reduce average time in reproduction to 60 days <i>Will get down to average of 70 days by end of FY 68. 8 additional personnel needed to get down to 60 days. For long term customer type will help to reduce time considerably.</i>	Average time has increased as the number of folios has decreased: <table><tr><td>FY-65</td><td>58 days</td><td>47,769 folios</td></tr><tr><td>FY-66</td><td>71 days</td><td>41,304 folios</td></tr><tr><td>FY-67</td><td>77 days</td><td>40,833 folios</td></tr><tr><td>FY-68</td><td>84 days</td><td>-----</td></tr></table> <i>(Order for 58 and 84 requires 96)</i> <i>Since 1 Jan 1967 have done 5 more sections and have 3 more (these take up to 6 months in plant) Only 6 in 1966 + 3 in 1965</i>	FY-65	58 days	47,769 folios	FY-66	71 days	41,304 folios	FY-67	77 days	40,833 folios	FY-68	84 days	-----
FY-65	58 days	47,769 folios												
FY-66	71 days	41,304 folios												
FY-67	77 days	40,833 folios												
FY-68	84 days	-----												
2. FBIS DAILY REPORT SUPPLEMENTS	Overnight reproduction and distribution	Supplements often of high priority; now takes two or three days												
3. FBIS TRENDS and SURVEYS OF COMMUNIST PROPAGANDA	Overnight reproduction and distribution	Formerly had next day distribution; now as much as five days												
4. FOREIGN PRESS DIGEST	Overnight reproduction and distribution	Now takes two or three days												
5. FBIS DAILY REPORT material	All courier pick-up at 1630 hours	Now staggered schedule <i>Cannot do with present work force. To do all of work would take more and unlimited. Amount of Daily Reports on overnight basis will require at least 6 additional personnel and additional funds for supplies. (Current estimate as no requirement is given.)</i>												
<u>Volume</u>														
5. FBIS DAILY REPORTS	Remove limitations on number of total pages, books, and impressions <i>Not much to go on here.</i>													
<u>Distribution</u>														
FBIS publications	Procedures for processing distribution lists be standardized (including former FDD publications)	<i>No problem</i>												
FBIS publications	Develop procedures so that mailing can be assured	Post Office is returning loose unaddressed FBIS reports <i>Have seen been that if this will check & tighten up if needed</i>												

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27 September 1967

MEMORANDUM FOR: Assistant Deputy Director for Intelligence

SUBJECT: PSD Support of the NIS

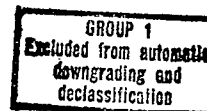
1. The problem of scheduling and carrying through to timely production is, at best, a most difficult process in the NIS program. Being inter-agency in character with numerous organizational units involved in the production of each section, it is almost mandatory that established deadlines be met at each stage of production.

2. The Office of Basic and Geographic Intelligence, as coordinator and publisher, carries the responsibility of maintaining the schedules established by the NIS Committee and approved by the USIB. Since the Agency is both the publisher as well as a producer (in part) of the NIS, it is very important that Agency contributions be of high quality and on time.

3. The PSD plays an important role in the publication process. Over the past 20 years, PSD has performed this task in a most commendable manner. The quality of reproduction has been very high and cooperation with us leaves nothing to be desired. Over the past year, however, we have been concerned about the increasing time factor in reproduction. Although the size of the average section submitted to PSD decreased between FY 66 and FY 67, the average number of days in reproduction increased. The General Surveys are a case in point: In FY 66, the average unit contained 432 folios (including 25 graphics) and took 71 calendar days in PSD. In FY 67, the average size was 404 folios (including 26 graphics) and required 110 days. Thus far into FY 68 the average has been 84 days. The increasing reproduction time is disturbing because it is occurring at a time when total NIS requirements on PSD are declining (47,769 folios in FY 65, 41,304 in FY 66, and 40,833 in FY 67).

4. As you know, PSD supports OBGI in a non-NIS capacity as well. In fairness to the whole picture, it should be noted that

115 emp
110 emp
47,769
41,304
40,833
data not
existing on
PS's.
For more
complicated
graphics not
shown by this
comparison

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the demands on PSD from our Cartography Division are numerous and often with short deadlines. Over the years, this support has been excellent and, with a few minor exceptions, continues to date.

50X1

JAMES A. BRAMMELL
Director
Basic and Geographic Intelligence

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4 October 1967

MEMORANDUM FOR: Assistant Deputy Director for Intelligence

SUBJECT: Improvement of PSD Services to FBIS

1. Pursuant to your instructions I have listed below those areas in which FBIS feels substantial adjustments and improvements can be achieved in the processing of FBIS publications by PSD. Relations between FBIS and PSD have been excellent, but circumstances related to equipment, personnel and physical location inevitably limited the degree to which PSD could meet FBIS requirements. Activation of the new plant should make these objectives more realistic. Production of the FBIS Daily Report was not transferred to the new plant until 29 September 1967 and we do not yet have enough experience to gauge its effect on this publication.

not in new plant

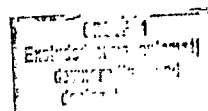
2. The FBIS DAILY REPORT. The currency, comprehensiveness, and general overall quality of this basic publication would be greatly enhanced if we could achieve the following:

a. A courier pick-up time should be established of 3:30 p.m. for all volumes of the report. At present the ASIA AND PACIFIC segment of the report has a much earlier courier pick-up time, a fact which inevitably means that the information affecting this critical area is not always as current as it could be. Up to now, PSD has considered that a somewhat staggered schedule of deadlines was necessary to permit orderly processing of all the volumes with next day delivery. An ultimate objective is to move all courier pick-up times to 4:30 p.m.--with appropriate changes in the working hours of editorial personnel--to permit the inclusion of even more up-to-the minute reports. FBIS has been given reason to believe that the new facilities now available to PSD will make these changes possible.

Can do with increased night personnel

b. FBIS would like to be guaranteed one-day service on its DAILY REPORT supplements. At present such supplementary volumes require two and three days to produce at PSD. Since such volumes frequently contain information of the highest interest, assurance that they could be produced overnight would be most welcome to consumers. Supplements are used for lengthy speeches or to combine in one volume materials from various sources pertinent to a single event such as a party congress. As such these materials are no less important than the more diffusive contents of the regular DAILY REPORT volumes.

Can do with increased personnel on night shift

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SUBJECT: Improvement of PSD Services to FBIS

c. We would like to be reasonably free of restrictions on the overall size of the DAILY REPORT. At present no more than 375 pages a day can be printed, and no more than 88 pages of textual material in any one volume. Since there are now five volumes plus the "White Book" to consider, it is apparent that the limit can be achieved in only a few volumes despite the 88-page limit because of the overall limitation on the total number of pages. The difficulty is compounded by the fact that "White Book" pages count against this total so that every page from one of the area volumes which is carried in the "White Book" counts twice. FBIS, at the least, would like to be able to publish 88 pages in each of its volumes without regard for an overall limit, and would like to include in the "White Book" all those materials which do not have to be withheld from general dissemination. Ultimately FBIS would also like to be free of the 88-page limitation on the size of any specific volume, and this presumably can be achieved by adding an additional section to the existing collating machinery in PSD.

As a corollary of the above, FBIS would like to be relieved of the limitations on the total number of impressions which PSD has imposed, a figure derived by multiplying the number of pages in each book by the total number of copies produced each day. This limitation restricts the number of consumers that FBIS can serve.

d. We would also like to be free to create new DAILY REPORT volumes, probably by segmenting present volumes. Such a division would result in substantial economies in that consumers could be provided with those volumes which specifically meet their requirements, rather than with an omnibus volume which also includes material in which they have no interest. At the present time, for example FBIS publishes one volume containing material on the USSR and East Europe, and another which includes material on Africa, the Middle East and Europe. A more detailed breakdown would probably result in the actual production of fewer copies, since each consumer would get only what he wanted.

3. The FOREIGN PRESS DIGESTS. These publications are now prepared by the Area divisions of FBIS. There is no deadline for their delivery to PSD and no limitation on the number of pages. In actual fact they seldom exceed 25 pages, so present no major problem to PSD. The lack of a deadline or page quota, however, has to a degree created an unfortunate situation in that PSD could feel there is no urgency in processing and distributing, and the publications frequently do not return from the

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SUBJECT: Improvement of PSD Services to FBIS

printer for two or three days, or else several days' accumulation shows up all at once. FBIS would like to arrange to have all these publications processed promptly by PSD, overnight if possible, so that there is no unnecessary lag between the date of the information and its availability to consumers.

Even greater delays are frequently encountered with respect to the FOREIGN PRESS DIGESTS which are issued twice a week, apparently under the misconception that they have a very low priority. These publications' schedule is based on the availability of sufficient material to make an appropriate package; it is not by any means a consequence of the relative lack of importance of the material for our consumers.

4. Propaganda Analysis Division. The PSD move, contrary to what was hoped, has resulted in a considerable slowdown in the distribution of the TRENDS and SURVEY OF COMMUNIST PROPAGANDA, which have been reaching consumer offices as much as five days late. The TRENDS, which contains highly perishable material on Vietnam and China, is sent to PSD each Wednesday and prior to the move was regularly delivered to consumers on Thursday mornings. We assume there is no question about resumption of this schedule once the new operation settles down, and it is hoped that the new facilities will enable PSD to assure next-day distribution of the SURVEY as well. While special priority has always been attached to the TRENDS, both publications contain generalizations that are current as of the date of issue, and major consumers have long made it clear that each decreases in utility with each day's delay in distribution.

5. A chronic problem has been the considerable number of FBIS publications that are regularly returned to FBIS by the inquiry section of the Post Office because they cannot be delivered due to missing addresses. In most cases the publications have become separated from their packaging. Since there is no indication in these cases as to the intended recipient, FBIS has no way of knowing where to send the publication. This problem has been discussed with PSD several times with little or no effect.

6. Now that the former FDD publications are handled by FBIS it is important that the procedures for handling the processing of distribution lists for these publications be standardized. In this regard the use of addressograph plates to control distribution of all current FBIS in-house publications is highly desirable from the viewpoint of efficiency and smooth operations.

NGER G. SEELY
Director

Foreign Broadcast Information Service

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